

Job Title: LAUNDRY MACHINE OPERATOR

Department: Department Of Veterans Affairs

Agency: Veterans Health Administration

Job Announcement Number: VM-10-KRW-350856

Salary Range: 20.40 - 23.79 USD /hour

Series & Grade: WG-7305-05

Open Period: Thursday, May 27, 2010 to Thursday, June 03, 2010

Position Information: Full Time Temporary NTE 1 year

Duty Locations: 1 vacancy - Buffalo, NY

Who May Be Considered: United States Citizens

Job Summary:

VacancyID: VM350856 (Include on all documents).

To fulfill President Lincoln's promise – "To care for him who shall have borne the battle, and for his widow, and his orphan" – by serving and honoring the men and women who are America's Veterans. How would you like to become a part of a team providing compassionate care to veterans?

As a VA professional, your opportunities are endless. With many openings in the multiple functions of VA, you will have a wide range of opportunities and leadership positions at your fingertips. Not only is it the largest, most technologically advanced integrated health care system in the Nation, but we also provide many other services to veterans through the Benefits Administration and National Cemeteries.

VA professionals feel good about their careers and their ability to balance work and home life. VA offers generous paid time off and a variety of predictable and flexible scheduling opportunities.

For more information on the Department of Veterans Affairs, go to <http://www.vacareers.va.gov/>.

Key Requirements:

- You must be a U.S. citizen to apply for this job.
- You will be subject to a background/suitability investigation.

Major Duties:

NOTE: This is a full-time, TEMPORARY (not-to-exceed 1 year) position. This appointment may be renewed for additional service in accordance with Agency needs. Temporary positions do not offer health or life insurance benefits and may be terminated at any time before the expiration date. The appointment to a temporary position does not confer eligibility for promotion or reassignment to other positions or the ability to be non-competitively converted to permanent employment.

This position serves as a Laundry Machine Operator located at the [VA Western New York Healthcare System at Buffalo](#), Buffalo, New York. The Laundry Machine Operator performs major duties and responsibilities to include: Sorting, washing, and drying clothes; removing difficult stains from uniforms, patient personal clothing and linens; operating commercial-type laundry washers, extractors, tumblers, and conditioners; loading and unloading and controlling the commercial -type machines; handling various types of laundry for which there are no set procedures and removing spots and stains from materials using spotting agents and a spotting table; using special purpose solvents such as water repellent and flame retardant; operating and setting commercial-type machine controls for a variety of cleaning purposes, including laundering, dying ,starching, or treating special fabric finishes and setting water temperature, timing cycles, and stages for adding special compounds; measuring and dispensing laundry additives such as dye, bleach, starch, or other types of fabric treatments, and keeping records of loads processed; and, performs other duties as assigned.

WORK SCHEDULE: Full-Time, Monday through Friday, 6:00am - 2:30pm

RELOCATION EXPENSES AND/OR INCENTIVES ARE NOT AUTHORIZED

Qualifications:**TO QUALIFY FOR THIS POSITION:**

For this position, the job element method is used to match what applicants can do against what the work calls for. Your knowledge, skills and abilities will be compared to the knowledge, skills and abilities (called job elements) needed for success. Your qualifications will first be evaluated against the prescribed screen out element, which usually appears as question 1 in the on-line questionnaire. A specific length of training and experience is not required, but you must show evidence of training or experience of sufficient scope and quality of your ability to do the work of this position. Evidence of specialized experience, which demonstrates you possess the knowledge, skills, and ability to perform the duties of this position, **must** be supported by detailed descriptions of your experience on your Resume.

Those applicants who appear to possess at least the minimal acceptable qualification requirement are considered for further rating; those who do not are rated ineligible and are eliminated. The potential eligible's are then rated against the remainder of the questions.

You will be rated on the following Job Elements as part of the assessment questionnaire for this position:

- The ability to do the work of a Laundry Machine Operator without more than normal supervision. (Screen Out)
- Ability to operate Commercial-Type Laundering equipment.
- Technical Practices
- Work Practices
- Knowledge of materials.
- Dexterity and Safety

Physical Effort & Work Conditions: This position requires the physical effort to pull wet laundry from the washer, push heavy carts of wet laundry, and lift bundles weighing over (50) fifty pounds in performing duties assigned.

You will work in areas that are very noisy and subject to abnormal environmental conditions such as areas usually being hot and humid. You are constantly exposed to the possibility of bruises from moving carts or falls on wet floors in the washing area. You must remain alert at all times in order to be prepared for emergency situations and equipment hazards or malfunctions.

ADDITIONAL INFORMATION:

INTERVIEWS: Any interviews that may be conducted for this position will use the Performance Based Interviewing (PBI) process. Further information is available at www.va.gov/pbi.

Agency phone number for status eligible candidates is 716-862-6008.

Additional information on the qualification requirements is outlined in the OPM Job Qualification System for Trades and Labor Occupations which is available for your review on OPM's web site at <http://www.opm.gov/qualifications/x-118c/index.asp>.

Veteran's Preference:

When applying for Federal jobs, eligible veterans should claim preference on the Occupational Questionnaire in the section provided and provide a legible copy of DD-214(s) showing all dates of service as well as character of service (honorable, general, etc.). Additionally, veterans with service-connected disability of 10% or more must also submit a copy of their official statement from the Department of Veterans Affairs, or from a branch of the Armed Forces, certifying their service-connected disability and/or their receipt of compensation for service-connected disability.

Veterans with service-connected disability of *less than* 10%, nonservice-connected disability, and Purple Heart recipients, as-well-as those claiming derived preference for a spouse, widow or widower, or natural mother, should refer to and submit a completed SF 15, "Application for 10-Point Veteran Preference," and required documentation with your application materials.

For more information on Veterans' Preference, go to <http://www.opm.gov/veterans/html/vetsinfo.asp> .

How You Will Be Evaluated:

Your resume and/or supporting documentation will be verified. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

Benefits:

Working for the Department of Veterans Affairs offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. In addition to traditional "dollars and cents" benefits, we offer a range of benefits to help balance work and life. For more information please visit us at http://www4.va.gov/jobs/job_benefits/benefits.asp.

Other Information:

The **Interagency Career Transition Assistance Plan** (ICTAP) and **Career Transition Assistance Plan** (CTAP) provide eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. To be qualified you must submit appropriate documentation and be found well-qualified (have a final rating of 90 or more before any veterans preference points) for this vacancy. Information about ICTAP and CTAP eligibility is on OPM's Career Transition Resources website at http://www.opm.gov/rif/employee_guides/career_transition.asp#ctap .

VA may offer newly-appointed Federal employees credit for their job-related non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which they earn annual leave. Such credit must be requested and approved prior to the appointment date and is not guaranteed.

If additional vacancies for this position occur within 90 days, this announcement may be used without reannouncement.

How To Apply:

To apply for this position, you must submit a complete Application Package which includes:

1. Your Résumé
2. A complete Occupational Questionnaire
3. Additional required documents, if applicable, as described below in the "Required Documents"

The complete Application Package for this announcement must be submitted by 11:59 PM (Eastern Time) on Thursday, June 03, 2010.

To begin the process, click the **Apply Online** button on the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire and to upload supporting documents. Please ensure you click the **Submit My Answers** button at the end of the process.

Note: To return to a previously-Saved or Incomplete application, you may use the following link: <https://applicationmanager.gov/>. After you submit your application, you can return to Application Manager or My USAJOBS at any time to see the status of your application - including any messages that may have been sent to you.

To fax supporting documents you are unable to upload:

1. Complete the fax cover page found at <http://staffing.opm.gov/pdf/usascover.pdf> using the following Vacancy ID: VM350856. You must use this fax cover sheet in order for your documents to be matched with your online application.
2. Fax your documents to (478)757-3144

If you cannot apply online:

1. Click the following link to view and print the Occupational Questionnaire; [View Occupational Questionnaire](#)
2. Print the 1203FX form to provide your responses to the occupational questionnaire. You can obtain this form at <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>;
3. Fax the completed 1203FX form in its entirety - along with all supporting documents - to (478)757-3144. Your 1203FX form should be placed on top of all materials being faxed and will serve as a cover page; and
4. Keep a copy of your fax receipt in case verification is needed.

Required Documents:

The following documents are required:

- Resume
- Responses to the occupational questionnaire
- Certification or licensure, if applicable
- Veterans' Preference documentation, if applicable

WHEN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE CANNOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE.

You will not be contacted for additional information. Use this [checklist](#) to make sure you've submitted everything.

Contact Information:

VHA Nationwide DEU-COA
Phone: (501)257-4134
Fax: (478)757-3144
Email: cavhs.deu@va.gov

Agency Information:
VHA DEU Coatesville
PLEASE DO NOT MAIL APPLICATIONS
APPLY ONLINE OR FAX ONLY
Thank you, PA 19320

Fax: (478)757-3144

What To Expect Next:

How You Will Be Evaluated:

Once you have submitted your complete application package, the electronic system assigns your application a tentative rating (self-assessed score) based on your Occupational Questionnaire responses. After the vacancy announcement closes, reviewed applications are evaluated against the questionnaire responses to determine the appropriateness of the self-assessed rating. Based on the number of vacancies being filled with this announcement, your application may be referred to the hiring facility for further consideration and possible interview.

An electronic notification letter - or e-mail - will be sent to applicants who provide an e-mail address; otherwise, you will receive a notification letter via the U.S. Postal Service within 2 to 4 weeks.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>



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